

APPROVED
Cedar Area Fire & Rescue Board
Regular Meeting
Thursday, April 7, 2022 at 7:00 pm
Cedar Fire Department

Call to Order

Chairman Greg Julian called the meeting to order at 7:00 p.m with the Pledge of Allegiance. Present on roll call were Greg Julian, John DePuy, Ron Schaub and Chris Comeaux. Andy Doornbos and Dana Boomer were present as staff. Rick Royston was absent; Tim Stein was present as his alternate.

Discussions/decisions will be for the direction of the Cedar Area Fire & Rescue Board as previously published, per the Open Meetings Act. Potential quorums of township boards will be noted in the minutes.

Citizens Comments – None

Consideration of Agenda – The board briefly discussed the agenda. **Motion by DePuy to approve the agenda as presented, second by Comeaux. All in favor, motion carried.**

Minutes: Approval of March 7, 2022 General Meeting Minutes – The board briefly discussed. **Motion by Stein to approve the March 7, 2022 General Meeting Minutes as presented, second by Schaub. All in favor, motion carried.**

Presentation of Award - Chief Doornbos re-read a letter from two citizens, whose lives had been saved through the quick action of Lt. Voiles and FF Pucelik in identifying and responding to a carbon monoxide call which had resulted in one patient unconscious and one patient close to unconscious. Chief Doornbos awarded a unit citation to Lt. Voiles and FF Pucelik for their response to the call. The Fire Board thanked Lt. Voiles and FF Pucelik for their actions.

Correspondence Received – None

Financials –

Boomer had previously provided a handout to the board which detailed the financial statements for March. The board briefly discussed the vendors payable and payroll. The updated unpaid bills detailed list was presented, and briefly discussed.

Schaub moved to accept the March vendors payable as presented, DePuy seconded. All in favor, motion carried.

Schaub moved to accept the March payrolls as presented, Stein seconded. All in favor, motion carried.

Boomer presented the tentative end-of-year budget numbers to the board. The numbers may change slightly as additional March-dated bills are received. Final budget numbers for the 2021/22 fiscal year are expected to be presented in March. There is approximately \$54,000 in funds that were not spent from the projected budget; Schaub also mentioned that income was over \$18,000 higher than expected. The board discussed where they would like to see the extra money from the year be transferred. Possibilities include increasing the contingency fund and decreasing the debt due from the operating fund to the capital fund. A brief discussion was held regarding how large the contingency fund should be. It currently stands at just over \$40,000, which is not enough to pay expenses for a full month. The board will continue to consider this, and will bring their thoughts to the May meeting, when the final budget numbers for the 2021/22 year are available.

Stein moved to accept the March financial statements as presented, Schaub seconded. All in favor, motion carried.

Unfinished Business:

- a. Strategic Planning – Chief Doornbos stated that work is continuing on the strategic planning process. He distributed drafts of portions of internal strategic planning documents laying out goals, strategies and tasks related to five main pillars of planning. These documents will be finalized and sent out to the board next week. This internal document will then be developed into the narrative of the public-facing five-year strategic plan, with a draft of that expected to be presented to the board prior to the May board meeting. That plan will then be ready for discussion and approval by the board, and then forwarded to the four township boards for their approval, as required by the interlocal agreement.
- b. Interlocal Agreement Updates – Julian reported that the subcommittee met and worked with Mr. Bieganowski to develop a draft Memorandum of Understanding regarding capital infrastructure improvements at the department. The board reviewed and briefly discussed language within the understanding. If the board is satisfied with the language, it can then be passed to the four townships for review and discussion. The board had consensus to send it to the township boards for review, comment, and potential future approval. The representatives from townships were not interested in asking for approval at the townships' April meetings, but instead were interested in receiving comments for additional discussion at the May fire board meeting. Julian and Boomer will distribute the draft MoU to the township boards, along with a letter asking for review and discussion.

New Business:

- a. Any New Business – None

Reports:

- a. Fire Chief – The Chief's Report was provided in the meeting packet. Doornbos summarized the main points of his report. The chief and board discussed the report.
- b. Department Staff – None
- c. Chairman – The board briefly discussed the comment process for the Memorandum of Understanding. There will be a letter sent out with the draft MOU, which will request that board comments either be detailed in the minutes or collected in a separate document to be forwarded to Julian.

Citizens Comments – None

Board Member & Chair Comments – DePuy and Stein complimented Chief Doornbos on his work and the work of his staff. Schaub complimented Chief Doornbos and Boomer for their work on maintaining the budget, with the department coming in under budget for the second year in a row.

Next Meeting Date – The next regular board meeting is scheduled for Thursday, May 5, 2022 at 7 pm.

With no further business, Stein moved to adjourn the meeting at 7:49 pm, Schaub seconded. All in favor, motion carried.

Respectfully submitted,

Dana Boomer
Recording Secretary